

**PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:**

***TRANSFER OR ISSUANCE OF STOCK***

- ☐ DOR Certificate of Good Standing
- ☐ Transmittal Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- ☐ Retail Application - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- ☐ Personal Information Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- ☐ Petition for Transfer of Ownership - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- ☐ Vote of Corporate Board
- ☐ Tax Affidavit (ALL State and Local Taxes must be paid).
- ☐ Must Advertise Ten (10) Days before the License Commission Meeting. (This office will place the legal notice).
- ☐ Supporting Financial Records
- ☐ Purchase and Sales Agreement
- ☐ Application MUST be filed in Duplicate.
- ☐ \$ 200.00 Filing Fee in a Check or Money Order made payable to the A.B.C.C.
- ☐ \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.